



**EXAMPLE OF A COMPLETED HOURLY  
Personnel Activity Report (Time & Effort Report)  
for NEA Recovery Act Grantees**



Organization Name: Wolk Playhouse

Weekly/Pay Period Ending: 3/26/10

Employee's Name/Title: Jean Mintz, Executive Director

Total Possible Hours Per Week\*: 40

Employment Activity		Number of Hours Worked
<b>A) Funded by NEA Recovery Act Grant #: 09-3188-7XXX</b>		
Regular Hours		32
Vacation/Sick/Other Leave ( <i>allowable if such leave is included in compensation</i> )		
SUBTOTAL A:		<b>32</b>
<b>B) Supported by other NEA Funding. (There can be no overlapping cost among Federal awards.)</b>		
Award #:		
Award #:		
Award #:		
SUBTOTAL B:		<b>0</b>
<b>C) Work not funded by the NEA or other Federal Awards.</b>		
Regular Hours ( <i>includes Fundraising** and unpaid leave</i> )		8
Vacation/Sick/Other Leave		
SUBTOTAL C:		
<b>GRAND TOTAL Hours Worked for the Period (A + B + C)</b>		<b>40</b>

Employee's Signature and Date: Jean Mintz, 3/26/10

Supervisor's Signature and Date: M. Karmasin, March 29, 2010

**In preparing Time & Effort reports, please note the following:**

- 1) You must keep at least monthly records to comply with the Terms & Conditions of the grant. This sample is set up for one week/one pay period. If your grant were to be audited, you would be asked for this documentation.
- 2) You must account for all of an employee's compensated time, not just the time supported by your Recovery grant. Reports must be signed.
- 3) Complete reports after-the-fact so that they represent the employee's actual activities and hours. You can refer to notes from personal calendars and/or reasonable estimates of time allocated to each funding source.
- 4) Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular (at least monthly) basis.

\* REMINDER: When calculating the total FTE for the quarterly report, you will use your industry's full-time standard (generally 520 hours per quarter or as defined by the union, etc.). Refer to the Step by Step Instructions for Quarterly Reports for further guidance.

\*\* Federal funds, including Recovery Act funds, cannot be used for fundraising.